Installing The ABRSFees Program   *May 29, 2013*

NOTE: If multiple users need to use ABRSFees for <u>separate</u> budgets, you can install the ABRSFees program on as many computers as needed. See the ABRSFees User's Manual for further help on setting up ABRSFees for multiple users to access the same data files.

1. Click on the link "Download and Install ABRSFees16."

    NOTE: Some web browsers will allow you to Run the ABRSFees install program directly from the ABRSFees website. Other browsers will only allow you to download the ABRSFees install program ("abrsfees16_install.exe") to your local computer. Follow the directions of your browser (usually in the status bar at the bottom of your browser window) to locate and start the ABRSFees install program from the download location .

    NOTE: If your system/network administrator has disabled the ability to download executable (*.exe) files from the internet, then your administrator will need to SAVE the install program ("abrsfees16_install.exe") to your computer with a different 3-letter extension, for example ".eee". After the file has been saved locally with the ".eee" extension, locate that file and rename it back to the ".exe" extension, and then run the install file.

    NOTE: You may be asked by Windows or your anti-virus/firewall software if you want to run this program from the web. ALL LBO download files are virus-free and safe to run. If Windows SmartScreen displays a warning saying the install file is not commonly downloaded, click on Actions, and then select "Run Anyway."

2. When the ABRSFees install program starts, in the *Welcome To …* window, click *Next*. In the *Setup* window, verify that the destination location for the ABRSFees program is "C:\ABRSFees15\." (Or, click *Browse* to locate an alternate drive and folder; for example a network location.) Click *Next*.

3. Continue clicking the *Next* buttons, accepting the default options, until you get to the screen with the *Install* button. Verify the installation options and then click *Install*. When the installation is complete, click *Finish*.

4. The ABRSFees install program will create an icon for ABRSFees on your Windows Desktop, and in a folder named "Automated Budget Request System" in the Windows *Start, Programs* menu.

"File Access" Errors when starting ABRSFees

If you get errors when starting ABRSFees that say "File Access denied" or "Cannot open the Cursor", this means you have installed the ABRSFees program and data into a folder that has limited rights and cannot edit the ABRSFees data files. Your network/system administrator will need to give you "Administrator" level rights ("Full Control") in the folder on the Local Drive C: where ABRSFees is stalled.

If you have any other problems or questions related to the download or install of ABRS, please send an email to khaynes@lbo.ms.gov.